# GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR I/II/III

## DEFINITION

Under general direction, develop, enhance, maintain and support ongoing technology functions for the City's Geographic Information System (GIS) and GIS-related database systems; works with user departments and/or interdepartmental project teams to identify, develop, and maintain new and existing GIS projects and systems. Supports Information Services Director and staff with City wide information systems and telecommunication systems.

## SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Information Services Director.  May exercise functional and technical supervision over lower level technical personnel, as related to GIS activities and projects.

## DISTINGUISHING CHARACTERISTICS

### GIS Coordinator I
This is the entry-level position in the GIS Coordinator series. This class is distinguished from the GIS Coordinator II by the performance of more routine tasks and duties assigned to positions in this series. Employees at this level are not expected to perform with the same independence of direction and judgment as the journey and advanced journey levels.  This class is typically used as an entry class, and employees may have only limited or no directly related work experience.

### GIS Coordinator II
This is the full journey level position in the GIS Coordinator series. This class is distinguished from the GIS Coordinator I position by the working knowledge of ESRI (Environmental Systems Research Institute) GIS applications and the performance of the full range of GIS data base manipulation including the full responsibility for producing complex mapping products.  Incumbents are expected to apply working knowledge in developing programs for products and in the updating and maintaining mapping layers. Employees at this level work independently and receive only occasional instruction. This class is normally filled by advancement from level I or with employees with demonstrated knowledge and experience in a position equivalent to GIS Coordinator I.

### GIS Coordinator III
This is the advanced journey level classification in the GIS Coordinator series.  This class differs from the immediately lower class of GIS Coordinator II by the level of responsibility assumed, as well as the size, diversity, and complexity of assigned tasks.  Employees at this level perform at a higher level of difficulty and responsibility than those duties assigned to other classes within the series.  Employees at this level are required to be fully trained and possess expert knowledge and significant related work experience.

## ESSENTIAL FUNCTIONS

*Depending upon assignment, essential and other important responsibilities and duties may include, but are not limited to the following:*

- Plans, develops and implements a computerized mapping system which allows the integration of the entire City's geographically-referenced data.

- Serves as the City's GIS point of contact.

- Develops new GIS layers as required, or updates existing GIS layers, using GIS or computer-aided design (CAD) tools.

- Identifies the City's existing database structures and incorporates them into the City's GIS as required.

- Provides guidance and training for GIS and information and telecommunication systems.

- Works with City staff to develop and maintain parcel development and geographic information for the City's GIS and mapping systems.

- Develop and maintain access to Internet GIS mapping capabilities.

- Assists in development of City's Intranet or Internet sites requiring GIS or database-related information

## PERIPHERAL FUNCTIONS

- Assists in the research and writing of staff reports and procedural documents.

- Collaborates with other Information Services Department staff to provide help-desk support, network support, and participation in developing strategic goals for the City's Information Technology Plan, as required.

- Other special assignments as provided by the Information Services Director.

- Troubleshooting and training techniques for basic computer problems.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Current practices, procedures, techniques and controls used in the analysis and design of geographic information systems using state-of-the-art mapping and geographic information systems software.

- Capabilities and applications of computer-aided drafting and design, geographic information systems, relational databases, and computer networks.

- Principles of and analysis used in engineering, drafting, surveying, cartography, and photogrammetry, as they pertain to automated mapping and GIS.

- HP Proliant Systems, Compaq Systems and various Windows operating systems.

- Computer hardware and software installation, operations and maintenance requirements.

- Platforms include various Windows operating systems.

- Methods and techniques of computer hardware and software installation and operation.

## MINIMUM QUALIFICATIONS (cont.)

### Ability to:

- Identify and anticipate issues and GIS applications of use and importance to the City.

- Identify and interpret technical and numerical information.

- Observe and problem-solve organizational, operational and technical policy and procedures.

- Manage disparate staff and projects throughout the City, effectively translating between staff in specialized disciplines.

- Use specialized computer system application software.

- Develop and maintain effective working relationships with GIS users in other departments and agencies.

- Operate desktop computer and standard office software to produce work products.

- Communicate effectively both orally and in writing.

- Prioritize and manage competing demands and projects in a timely manner.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned office equipment.

- Work off-hours, nights and/or holidays as required.

- Be called back or held over in emergency situations.

### Experience and Training Guidelines
*Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### GIS Coordinator I

**Experience:**
One year of related work experience desirable.

**Training:**
Equivalent to an Associates degree from an accredited college/university with major course work in cartography, GIS or related field. Must have completed a college-level course and/or professional training seminars in ESRI applications and one year of AutoCAD, ESRI-based GIS software applications, databases and other relevant computer software, program and database experience.

### GIS Coordinator II

**Experience:**
Three years of increasingly responsible experience as GIS Coordinator II or comparable position responsible for geographical information systems and computer hardware and software.

**Training:**
Equivalent to a Bachelors Degree from an accredited college or university with major course work in GIS, computer science or related field in addition to the completion of specialized training or specific software applications so as to be considered a technical support resources in the GIS field. Additional qualifying experience or training may substitute for formal education.

### GIS Coordinator III

**Experience:**
Five years of increasingly responsible experience developing and managing enterprise geographic information systems and their databases. Use of mapping/geographic information system software in a multi-disciplinary environment where applications include engineering, planning, public safety, finance, economics, libraries, environmental science, drafting, surveying or cartography.

**Training:**
Equivalent to a Bachelors Degree from an accredited college or university with major course work in GIS, computer science or related field. Completion of specialized training or specific software applications so as to be considered a technical support resources in the GIS field. Additional qualifying experience or training may substitute for formal education.

### WORK ENVIRONMENT/PHYSICAL DEMANDS
Ability to: work in a standard office environment; sit at a desk for extended periods of time; travel to different sites and locations unassisted; bend, kneel and twist while checking equipment; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; write or use a keyboard to perform assigned design and drafting duties; lift and carry weight of up to 50 pounds.